

# **CITY OF HAMPTON, VIRGINIA DEVELOPMENT PLAN CHECKLIST**

Please carefully review this checklist, and make sure you accurately fill it out. If this checklist is not accurately filled-out, you will be notified within 3 business days that your submittal is incomplete. If the checklist is inaccurately submitted the technical review of the Development Plan will be delayed until the Development Plan is re-submitted to include the information contained within this checklist.

**Please note that the plan shall substantially conform to the format below.** All grading, utilities, stormwater structures/pipes, and street horizontal design shall be shown on the Development Plan Sheet (s). Profiles shall be shown on separate sheets.

## **A. COVER SHEET (all plan sheets 24" x 36")**

- ☐ Name of proposed Development
- ☐ Owner/developer, address, phone, email & fax
- ☐ Design professional, address, phone, email & fax
- ☐ Signed and sealed by PE or LS; date
- ☐ Vicinity Map, scale 1" = 800'
- ☐ Overall Lot Layout (large subdivisions only)
- ☐ Sheet Index
- ☐ Legend of existing & proposed Development Plan symbols
- ☐ Approval block which contains; name and date line for the Director of Public Works
- ☐ Utility agencies, addresses and phone numbers.
- ☐ Governing agencies, addresses and phone numbers.

## **General Notes**

- ☐ Tax Map or Parcel ID number
- ☐ Datum and benchmark. (i.e. NAVD 88, TBM or City benchmark number)
- ☐ Zoning & intended use
- ☐ Any variances or re-zonings, conditional privileges, use permits, or wetlands permit (case number, date, and conditions).
- ☐ Flood plain; flood zone \_\_\_\_\_, per panel \_\_\_\_\_, dated \_\_\_\_\_, indicate IN or OUT.
- ☐ CBPD Map No.; indicate IN or OUT
- ☐ Reference to City of Hampton, Design & Construction Standards Manual, Department of Public Works, Rev. 1995, City of Hampton Utility Policy, February 1994, and Hampton Development Plan Standard Notes, October 1, 2007.

Community Development Department – Development Services Center (DSC)  
22 Lincoln Street, Hampton, VA. 23669  
Phone: (757) 728-2444 - Fax: (757) 728-2445 - Web: [www.hampton.gov](http://www.hampton.gov)

### **Site Statistical Resume**

- ☐ Total site area (square feet/acre)
- ☐ Total area within the right-of-way (square feet/acre)
- ☐ Total area of lots
- ☐ Total number of lots
- ☐ Minimum lot size (square feet/acre)
- ☐ Maximum lot size (square feet/acre)
- ☐ Type, number, and diameter of trees per Hampton Code Section 35-82
- ☐ Area of disturbance (square feet/acre) and percentage impervious.

### **Site Development Notes**

- ☐ Hampton Development Plan Standard Notes, October 1, 2007.
- ☐ Before you dig, call Miss Utility (1-800-552-7001)

### **BMP Information (this information must be shown on the cover)**

- ☐ Type of BMP installed (i.e. wet, extended dry detention, etc.)
- ☐ Geographic location (HU Code) / Reference: DCR website  
[www.dcr.virginia.gov/soil\\_&\\_water/hu.shtml](http://www.dcr.virginia.gov/soil_&_water/hu.shtml)
- ☐ BMP discharge outfall (i.e. regional pond, city drainage system, etc.)
- ☐ Number of acres treated and pollutant removal provided (lbs per year)
- ☐ Watershed (i.e. Hampton Roads, Lynnhaven/Poquoson, James River, lower Chesapeake)
- ☐ Provide longitude and latitude for site.

### **Fire Department Information (this information must be shown on the cover)**

- ☐ Type of construction per the ICC - International Building Code (IBC).
- ☐ Working hydrants and fire access roads available before combustibles on site.
- ☐ Street widths labeled on plans.
- ☐ Existing and proposed hydrants shown on plans.

### **B. DEVELOPMENT PLAN**

- ☐ Graphic and numeric scale
- ☐ North arrow with references to source of meridian
- ☐ Bearings and distances
- ☐ Lot numbers.
- ☐ Adjacent parcels labeled
- ☐ Adjacent streets (to minimum center line) labeled; name and right-of-way width
- ☐ Site grading notes

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- ☐ Pavement design (when it varies from Hampton Standards)
- ☐ Front building set backs only
- ☐ BMP location; impervious greater than 34% or post development flow to equal predevelopment flow; design for 10-year design frequency; check ponds for overtopping 25-year design frequency; soil boring for BMP required
- ☐ Chesapeake Bay features (water bodies shown and labeled) – if applicable
- ☐ Show existing tree caliper and tree lines
- ☐ Existing and proposed elevations
- ☐ Existing OH & UG electrical, telephone, CATV
- ☐ Connection to existing storm drain system (if applicable) with rim & inverts of applicable storm drain structures
- ☐ Proposed storm drain system (all structures labeled with structure number, rim, invert - all pipe labeled with length, diameter, material & slope); Class III RCP in streets and minimum of 15" pipe diameter; provide hydraulic grade line.
- ☐ Proposed rip rap (sized) for flared ends, headwalls, etc.; grouted rip rap for outfall into existing City ditches
- ☐ Existing & proposed ditches; indicate material (i.e. PD-1 or grassed) and flow line; minimum slope for earth swale is 1.0% and 0.25% for PD-1
- ☐ Drainage easements noted on plan; existing (deed book and page number) and proposed (recorded with instrument number)
- ☐ Existing utilities (sanitary sewer, sewer force main, water); owner of pipe line
- ☐ Proposed sanitary sewer (gravity) linear feet, diameter, material, slope; manhole rims & inverts proposed and existing (where applicable)
- ☐ Proposed sanitary sewer laterals at center line of property, 10' horizontal separation from water services lines
- ☐ Proposed sewer force main (if applicable)
- ☐ Proposed pump station location; invert in and out, type and gallons per minute (if applicable); provide design calculations, and HRSD certification from wastewater division regarding capacity.
- ☐ Proposed water line, sanitary sewer & sewer force main connections ( plus inverts)
- ☐ Proposed water line; linear feet, diameter, and material
- ☐ Proposed water service size and material
- ☐ Fire hydrants; existing and proposed
- ☐ Proposed and existing sanitary sewer and water line easements
- ☐ Street barricades at dead end streets
- ☐ Street slopes 0.3% minimum; 0.5% minimum street slope for cul-de-sac.
- ☐ Provide curve data
- ☐ Four foot minimum sidewalk width
- ☐ Curb & gutter and sidewalk required; provide CG-12s at all intersections

### **C. E & S PLAN & DETAILS**

- ☐ Reference to Virginia Erosion and Sediment Control Handbook, 1992 Edition.

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- ☐ Construction entrance
- ☐ Inlet and outlet protection
- ☐ Protection of proposed and existing inlets & outlets
- ☐ Protection of existing water bodies
- ☐ Protection of adjacent properties from storm water
- ☐ City of Hampton BMP maintenance plan (if applicable)
- ☐ Applicable E & S details
- ☐ Refer to VESCH for minimum E & S notes (Table 6-1) & include, at least, minimum notes on the plan
- ☐ Permanent seeding schedule per VESCH 3.32
- ☐ Temporary sediment basin for 3 acres or greater (include sizing).

#### **D. DETAIL SHEET (Optional)**

- ☐ Do not include City of Hampton standard details unless revised for specific site
- ☐ BMP details, such as outlet structure and section
- ☐ Ditch section
- ☐ Any other applicable details

#### **E. PROFILE SHEET**

- ☐ Sanitary sewer, sewer force main (if applicable), water main, and storm drain utility crossings; all PVC pipes and fittings shall be ASTM-D-3034, SDR 26.
- ☐ Label all utility and storm drain lines with length, diameter, slope, and material.

#### **Other**

- ☐ Per Section 35-102 of the Subdivision Ordinance, prior to submittal for recordation of final plat the applicant shall provide a cost estimate of all public improvements. Submission is required prior to Development Plan final.
- ☐ Provide copies of letters notifying applicable agencies or utilities of proposed subdivision including: ACOE, DEQ, NNWW, HRSD, Dominion VA Power, VA Natural Gas, Verizon, and Cox Cable.

Sign Here: \_\_\_\_\_

I hereby understand that the checklist above has been filled out accurately. This checklist accurately conveys what has been submitted on the Development Plan. I understand that if the Land Development Services Office determines this checklist to be incomplete the technical review will not begin until this Development Plan is re-submitted with an accurate checklist. I assume complete responsibility for the accuracy of the information provided on this checklist.

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